



VACANCY ANNOUNCEMENT

USAD/West Africa is looking for a highly motivated and qualified Ghanaian for the position of **Training Assistant**. The position is located in the Regional Executive Office of USAID/West Africa. The incumbent serves as Training Coordinator for both the bilateral USAID Mission in Ghana and the regional West Africa Mission. In this capacity, he/she is responsible for the full range of in-service training activities for both USAID employees and for regional participants from other missions. The incumbent also serves as a key resource to all Mission staff on training related matters.

(Please contact acpersonnel@usaid.gov or <http://www.usaid.gov/westafrica/employment/index.htm> for a detailed job description)

Education & Prior Work Experience: University degree is required, course work in human resources management, education, training or other related social science preferred. Five years of progressively responsible experience managing training activities is required. Prior experience in event planning is highly desirable.

Skills and abilities: Strong interpersonal skills, including the ability to work effectively with the supervisors, subordinates colleagues and partners are required, as well as maturity, objectivity, resourcefulness, adaptability and sound professional judgment.

Salary Range: GH¢ 14,003 - 21,003 p.a. (depending on qualification and experience)

Interested individuals should submit cover letter and curriculum vitae with referees to:

Training Assistant

USAID/West Africa
P.O. Box 1630, Accra

Or by email: acpersonnel@usaid.gov

CLOSING DATE: 16th February, 2010

(Please note that only short-listed applicants will be contacted)